

## STANDARD OPERATING PROCEDURE

### EMERGENCY HEALTH AND MEDICAL COORDINATION TEAM (C TEAM)

*revised 06 June 2002*

*Note: Changes since last edition are in italics.*

#### **1. Mission:**

a. Mission: To provide command, control, and coordination of health and medical resources from a deployed location in a disaster.

b. Mission Capabilities: C Teams will have the following capabilities that contribute to performing their assigned mission:

(1) To coordinate the request, deployment, staging, employment, logistical support, and release of all types of health and medical response resources, including Virginia EMS Task Forces and Public Health Strike Teams.

(2) To operate 24 hours a day for up to 72 hours. Mission capability can be maintained beyond 72 hours by employment of a second C Team.

(3) To operate during the first 72 hours of a disaster operation without external logistical support in an austere environment if needed.

(4) To operate within the disaster area or external to the disaster area in a forward staging area.

(5) To operate as a component of an A Team as defined by Emergency Management Assistance Compact standards.

(6) To perform airborne health and medical damage assessment and route reconnaissance.

c. Mission Tasks: C Teams may be assigned to perform any of the following tasks:

(1) Operate emergency medical services forward staging areas.

(2) Serve as a forward command, coordination, and logistics support element for EMS Task Forces when one or more Task Forces are deployed to an area.

(3) Gather health and medical situation information and report assessments to the Virginia ESF-8 Emergency Support Center.

(4) Support and augment local emergency operations center health and medical staff.

(5) Staff the Virginia ESF-8 Alternate Emergency Support Center as required.

(6) Serve as a component of a Virginia A Team deployed under the Emergency Management Assistance Compact.

(7) Perform aerial assessment of event impact on the ability of emergency medical services in the impact area to function.

(8) Perform aerial route reconnaissance for movement of Emergency Medical Services Disaster Task Forces.

**2. Authority:** C Team personnel are part of the command and control structure for the Virginia Department of Health under the provisions of Title 44, Code of Virginia, and the Commonwealth of Virginia Emergency Operations Plan, an Executive Order of the Governor. C Team *Supervisors* speak with the authority of the Director of the Office of Emergency Medical Services in disaster matters.

### **3. Composition:**

a. Personnel: *C Team staffing provides one shift capability for a 12 hour operations with up to six persons. Not all positions may be required in any given response; however, the full complement of personnel should be prepared for deployment in any declared State of Emergency. The maximum C Team duty shift consists of:*

(1) *1 Team Supervisor. Duties of the Supervisor include:*

(a) Coordination and assignment of mission taskings to EMS Task Forces and other emergency health and medical resources.

(b) Gathering and assessing current situation information and ensuring that it is disseminated to resources under the Team=s control.

(c) *Supervising* logistics support for staged and deployed

resources.

(d) Providing technical advice on the employment of health and medical resources to other agencies.

(e) Maintaining accountability of Team personnel and monitoring conditions for threats to Team safety.

(2) 1 Command and Control *Manager*. Duties of the *Command and Control Manager* include:

(a) Maintaining current situation and resource information and displays for use in decision making.

(b) Maintaining a consolidated log of all actions, messages received and sent, and other incident documentation.

(c) Establishing communications circuits required to link with deployed emergency health and medical resources, local jurisdiction emergency operations centers, the ESF-8 Emergency Support Center, and other agencies as required.

(d) Reporting current status and situation information to the ESF-8 Emergency Support Center as appropriate.

(e) Receiving and disseminating mission tasking to deployed or staged EMS Task Forces and other emergency health and medical resources.

(3) 1 Logistics Coordinator. Duties of the Logistics Coordinator include:

(a) Determining and coordinating support requirements for deployed Task Forces, including billeting, messing, fuel, and maintenance.

(b) Ordering or purchasing supplies required to support operations.

(c) Maintaining accountability of equipment and supplies.

(4) 1 Staging Manager. Duties of the Staging Manager include:

(a) Establishing and managing a staging area for Task Force

*vehicles and personnel.*

(b) *Dispatching resources from staging to meet mission requirements.*

(c) *Maintaining an accurate record of the location of Task Forces, vehicles, and personnel.*

(5) *2 EMS Duty Officers. Duties of EMS Duty Officers will include:*

(a) *Supporting the Coordination Team's operations as required in any duty position.*

(b) *Augmenting the impact jurisdiction's emergency operations center as required to assist in the management of EMS operations.*

c. Equipment: The Team will deploy with the following equipment as required by the situation:

(1) C Team kit, to include:

(a) Plans and Standard Operating Procedures, including the Health and Medical Annex to the Virginia Emergency Operations Plan, the Department of Health Emergency Operations Plan, the Office of Emergency Medical Services Disaster Standard Operating Procedures, the Emergency Medical Services Task Force Standard Operating Procedures, and the Virginia Disaster Medical Operations Response Guide.

(b) Maps, including the ADC Virginia Map Book and the Virginia Department of Transportation Virginia Highway Map.

(c) Status Boards, as reduced size copies of the Status Boards used in the Emergency Support Center.

(d) Forms, including damage assessment, radio message, and Task Force formatted message forms.

(e) Lap top computer configured with appropriate emergency management software, including HURREVAC and TRANSAID.

(f) High Frequency and Very High Frequency Radios and

antenna sets.

(g) Emergency chemical lighting sources for 24 hours.

(h) Spare batteries for electrical systems for 72 hours.

(2) When deployed to operate the Alternate Emergency Support Center, the Alternate Emergency Support Center trailer.

(3) Support kit to provide key supplies required for 72 hours of operations if required, including:

(a) Dehydrated, packaged emergency meals.

(b) Water at 7 gallons per person per 24 hours.

(c) Sleeping bags and pads.

(d) Uniforms.

(e) Personal hygiene supplies.

d. Support:

(1) When deployed to support another agency, primary support will be by the supported agency, to include billeting, messing, and fuel.

(2) When deployed to operate a Staging Area or the Alternate Emergency Support Center, support will be coordinated in advance of deployment to include billeting, messing, and fuel.

(3) *As required*, the Team will deploy with food, clothing, power supplies, and personal equipment adequate for 72 hours of unsupported operations.

#### **4. Alerting, Mission Tasking, and Reporting:**

a. C Teams will be alerted and mission tasked using the same alerting system and formats as Task Forces, as described in the current Emergency Medical Services Disaster Task Force Standard Operating Procedure.

b. When the Emergency Support Center is in the early stages of tracking a

prolonged event, a Warning Order may be issued to C Team personnel prior to setting States of Alert to provide an early notice.

c. C Teams will report at the same times and intervals as Task Forces, as described in the current Emergency Medical Services Disaster Task Force Standard Operating Procedure. When Task Forces are collocated with the C Team, the C Team may collect and forward all reports as a batch.

**5. Training and Certification:** Specific training requirements for each position are shown in Attachment 1.

a. Coordination Team Supervisor: Initial appointments will be as EMS Disaster Grade 6, *Captain*, on completion of at least 75 percent of the required training. After two years of service on a C Team, including service in a C Team assignment in a declared State of Emergency, and completion of all Grade 6 and Grade 7 training, individuals will be promoted to EMS Disaster Grade 7, *Major*.

b. Other Duty Positions: Initial appointments will be as EMS Disaster Grade 4, *Sergeant*, on completion of at least 75 percent of the required training. After two years of service on a C Team, including service in a C Team assignment in a declared State of Emergency, and completion of all Grade 4 and Grade 5 training, individuals will be promoted to EMS Disaster Grade 6, *Lieutenant*.

c. Exercises: To retain currency, C Team personnel will exercise in their duties in Tabletop, Functional, or Full Scale Exercises at least twice a year in a system level medical exercise. These exercises may include the MEDEX series, exercises conducted for the Emergency Services Task Forces, or state or regional exercises.

d. Aircrew Qualification: C Team personnel assigned to flight duties will complete aircrew member training as specified for members of the Health and Medical Emergency Response Team.

**6. Appointment and Status:**

a. Personnel Qualifications: Individuals initially appointed to Coordination Team positions will meet the following qualifications:

(1) Be either certified as Virginia Emergency Medical Services providers at the level of Emergency Medical Technician-Basic or hold other substantive qualifications to oversee medical operations in a disaster.

(2) *Coordination Team Supervisor:*

(a) have a minimum of five years field experience as a medical provider in a prehospital environment or equivalent disaster experience.

(b) have served as an attendant-in-charge for at least three years or have held equivalent leadership roles.

(3) *Other Duty Positions:* have a minimum of one year field experience as a medical provider in a prehospital environment or have responded to and operated during at least one declared local emergency or Gubernatorially declared state of emergency.

b. Appointment: Personnel assigned to duty as C Team members will be formally appointed by letter or certificate signed by the Director of the Office of Emergency Medical Services.

c. Status: Volunteer C Team personnel are Regular Service Volunteers of the Office of Emergency Medical Services under the provisions of the Virginia State Government Volunteers Act. Management of C Team administrative and personnel requirements will be in accordance with the applicable Health and Medical Emergency Response Team Stanadrd Operating Procedure.

**7. Role Of Program Representatives:** Program representatives or other staff members of the Virginia Office of Emergency Medical Services may be assigned to serve as C Team members. These individuals will serve in one of two capacities:

a. Fully Qualified: Fully qualified individuals will have met the same training requirements as members of C Teams.

b. Not Fully Qualified: Program Representatives who are not fully qualified as C Team members provide knowledge of local resources and extensive knowledge of the emergency medical services system. In addition they will have completed an orientation in disaster operations. However, they will not have the indepth knowledge expected of C Team members in command and control procedures, mass casaulty operations, terrorism, and disaster characteristics.

**8. Uniforms, Insignia, and Recognition:**

a. C Team personnel are authorized to wear the standard navy blue battle dress utility response uniform of the Virginia Office of Emergency Medical Services with a distinguishing patch on each shoulder and with an organizational name tape VA C

TEAM. See the attached uniform wear table.

b. C Team members will wear the following collar insignia to denote their position:

- (1) Grade 4, Command and Control Technician I - 3 gold chevrons.
- (2) Grade 5, Command and Control Technician Senior - 1 gold bar.
- (3) Grade 6, Emergency Medical Duty Officer I - 2 gold bars.
- (4) Grade 7, Senior Emergency Medical Duty Officer - gold oak leaf.

c. C Team personnel will be eligible for disaster service awards on the same basis as personnel assigned to Virginia Emergency Medical Services Task Forces.

d. C Team personnel assigned to flight duties will wear an appropriate flight suit and aeronautical insignia.

Attachment: 1 - Training Requirements  
2 - Standard Field Uniform Table

e. The following OEMS staff may appear on scene out of uniform for various reasons.

- (1.) OEMS Director
- (2.) OEMS Assistant Director
- (3.) OEMS Emergency Operations Manager
- (4.) OEMS Emergency Operations Officers
- (5.) OEMS Public Information Officer
- (6.) OEMS Program Representatives

Each member shall be properly credentialed with VDH ID, OEMS ID, and OEMS badge.

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Attachment 1 - Training Requirements

<b>Training Required</b>	<b>Grade 4 (Sergeant)</b>	<b>Grade 5 (Lieutenant)</b>	<b>Grade 6 (Captain)</b>	<b>Grade 7 (Major)</b>
Level I	X	X	X	X
Level II	X	X	X	X
Level III		X	X	X
Level IV				X
Task Force Member Course	X	X	X	X
Task Force Commander Course		X	X	X
Tactical Command Course*			X	X
Airhead Course*	X	X	X	X
Terrorism Awareness Course	X	X	X	X
Terrorism Operations Course*			X	X
Mass Casualty Incident Management Module I	X	X	X	X
Mass Casualty				

Incident Management Module II		X	X	X
Mass Casualty Incident Management Module III**			X	X
Mass Casualty Incident Management Module IV***			X	X
FEMA IS-2	X	X	X	X
FEMA IS-1				X
FEMA IS-3				X
FEMA IS-195				X
National Fire Academy Terrorism Independent Study Course				X
Amateur Radio Technician License		X		
Exercises or Actual Disaster Responses	1	2	3	4

Notes: \* indicates this requirement is phased in as courses become available.

\*\* indicates this requirement becomes effective on publication of 2nd edition.

\*\*\* indicates this requirement becomes effective 1 July 2000.

Attachment 2 - Standard Field Uniform For C Team Members

Item	Description	Insignia
Baseball Cap	Dark blue (navy or midnight) cloth cap with a dark blue plain bill.	The letter C and team number applied to front on yellow letters. Insignia of position may be worn pinned centered on the cap front.
BDU Shirt	Dark blue (navy or midnight).  Shirt is worn outside the trousers.	Standard C Team unit patch sewn on each shoulder 2 inch from the seam and centered on the arm.  Full size position insignia worn on each collar, 1 inch from the front edge, centered, with the vertical mid line of the insignia parallel to the front edge of the collar. Insignia may be metal or embroidered. Embroidered will be on a color that matches that of the shirt. If metal, bars will be knurl patterned.  Black name tape with name in yellow worn centered above a black tape with the words VA C TEAM in yellow sewn centered over the left pocket.

		<p>Embroidered badge centered one half inch above the name tape over the left pocket.</p> <p>One citation bar may be worn centered above the right pocket when not in the field.</p>
Undershirt	C Teams will wear a navy blue T shirt.	Shirts will have an EMS emblem with white lettering VIRGINIA ESF-8 on the back.
BDU Trousers	<p>Dark blue (navy or midnight) to match the shirt.</p> <p>Worn with a solid black leather belt with a simple pattern buckle or a black military web pattern belt.</p> <p>Trousers are worn bloused into the boots.</p>	
Socks	Black. Recommended these be military pattern boot socks or other heavily padded socks.	
Boots	Black, clean and polished. May be lace up, zipper, or strap closure.	
Flight Suit	<p>Dark blue, worn with the dark blue T shirt, black socks, black boots, and baseball cap.</p> <p>The flight suit will not be worn as a coverall over other outer clothing.</p>	<p>Standard C Team unit patch on each shoulder 2 inch from the seam centered on the arm.</p> <p>Full size position insignia worn on each epaulette, 3/4 inch from the shoulder seam, centered, with the vertical mid line of the insignia parallel to the epaulette center line. Insignia may be metal or embroidered on a color that matches that of the flight suit.</p>

		<p>If metal, bars will be knurl patterned.</p> <p>Embroidered badge worn centered on the right chest.</p> <p>Black leather name tag with name, duty, and aeronautical insignia on the left chest.</p> <p>All embroidered insignia will be mounted with black velcro.</p>
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